

New River College Alternative Provision JOB DESCRIPTION
--

POSITION: Maternity Cover Outreach Advisory staff member for Primary and Secondary

GRADE: M1 – UPS3 + 1 SEN point

RESPONSIBLE TO: Head of Outreach

RESPONSIBLE FOR:

PURPOSE OF THE POST

The purpose of the post is to achieve the highest possible standards and outcomes for the pupils in the AP and mainstream secondary schools. The post holder will ensure a cohesive and personalised programme of training and support for identified pupils and schools. This will include supporting staff in APs and mainstream schools to develop strategies around SEMH and behaviour for teachers, support staff and pupils. This post will involve assessment of children, advice to staff, partnership working, modelling, coaching and training.

The postholder will support the College Leadership Team (CLT) in creating a lasting improvement in the quality of education provision and the management of teaching and learning through the provision of high quality professional services, which meet the changing expectations of New River College.

REQUIREMENTS OF THE POST

The postholder is required to carry out the duties of a teacher as set out in the Schoolteacher's Pay and Conditions and such specific duties that form part of this job description.

Teachers are responsible to the designated member of CLT for supporting the general good order and discipline of New River College, and the implementation of all policies. All staff are expected to have a clear understanding of the aims, objectives and ethos of New River College and an awareness of its role in the community. It is essential that the academic and pastoral frameworks of New River College be seen as inter-related.

The post-holder needs to be able to develop effective working relationships with school staff, parents/carers, colleagues and external agencies.

MAIN DUTIES

1. To enhance staff understanding of children with social, emotional and/or mental health difficulties through assessment, advice, modelling strategies, linking theory to practice and providing training
2. To work with schools to develop effective strategies and/or programmes to bring about improvements in learning, teaching and behaviour for children with social, emotional and mental health difficulties

3. To provide individual and group work support in schools in order to address pupil's learning, emotional and behavioural difficulties
4. To plan and implement programmes of support to pupils in schools who present with social, emotional and mental health difficulties
5. To provide assessments of pupils' learning, emotional and behavioural difficulties, including the setting of targets and drawing up of action plans
6. To liaise appropriately with other agencies who may be contributing to the pupil's social, emotional or educational welfare and to ensure that parents / carers are encouraged to support programmes designed to meet the needs of their children
7. To support and advise schools on developing effective behaviour management systems and structures that include all children and especially those with emotional, social and mental health difficulties
8. To contribute to the identification of school-based training needs and to contribute to the Outreach CPD programme by providing training as required
9. To contribute to written reports around the evaluation of the service area
10. To write support agreements and keep up to date Records of Visit
11. To support the reintegration of pupils back into mainstream where appropriate
12. To participate in team meetings and NRC training and activities as outlined by the Head of Outreach.

PERSONAL RESPONSIBILITIES

- To carry out the duties and responsibilities of the post, in accordance with New River College's Health and Safety Policy and relevant Health and Safety guidance and legislation
- To promote the safeguarding of children
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner
- To participate in performance management, and undertake training and professional development as appropriate
- To undertake other duties appropriate to the post that may reasonably be required by the senior management team on any of the AP sites

PERFORMANCE STANDARDS

- To ensure that all services within the areas of responsibility are provided in accordance with New River College's commitment to high quality service provision
- To ensure that New River College policies and customer care standards are met and adhered to
- At all times to carry out the responsibilities of the post with due regard to New River College's Equal Opportunities policy

NOTE: This job description sets out the main duties of the post at the time when it was prepared. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed.
Job descriptions will be reviewed annually by the management committee / governing body and may be changed after appropriate consultation.

Signed ----- Date -----

<p>New River College Alternative Provision</p> <p>PERSON SPECIFICATION</p>
--

POSITION: Outreach Teacher

GRADE: MPS/UPS + 1 SEN point

CRITERIA

REQUIREMENTS

ESSENTIAL CRITERIA

**EDUCATION AND
EXPERIENCE**

- | | |
|-----|--|
| E.1 | Qualified teacher status |
| E.2 | At least 5 years successful teaching of the subject area designated in JD, including evidence of involvement in the raising of achievement of pupils with SEMH |
| E.3 | Experience of supporting KS3 and KS4 practitioners in reviewing and developing their practice |
| E.4 | A Special Educational Needs qualification or relevant experience in the area of SEMH difficulties |
| E.5 | Evidence of continuing professional development |

**SKILLS,
KNOWLEDGE
AND ABILITIES**

- | | |
|------|--|
| E.6 | An understanding of methods and good practice in reviewing and evaluating teaching and learning |
| E.7 | Ability to identify, support and disseminate good practice; and to analyse and evaluate outcomes |
| E.8 | Evidence of knowledge and understanding of effective record keeping, and its use to promote the educational and personal development of all children within a school or AP |
| E.9 | Good knowledge of the key government documents relating to KS3 and KS4 curriculum and Special Educational Needs Code of Practice |
| E.10 | An understanding of national developments in the area of social inclusion and able to demonstrate a commitment to inclusive education. |
| E.11 | Ability to develop the skills and knowledge of school staff in understanding of SEMH and behaviour management strategies through partnership teaching, training and inputs at both practitioner and manager level to develop practice, disseminate information and develop relevant policies |
| E.12 | Ability to build effective working relationships with a range of partners and stakeholders including Headteachers |
| E.13 | Good knowledge of how all children develop and learn and |

the strategies which support their development and learning

- E.14 Strong interpersonal skills and an ability to communicate clearly both orally and in writing
- E.15 Ability to use key aspects of ICT to present data
- E.16 Demonstrable commitment to inclusive education
- E.17 Capacity to work under pressure and to meet deadlines
- E.18 Capacity to work flexibly and to adapt to the changing needs of the New River College and the AP.
- E.19 Excellent attendance and punctuality
- E.20 Ability to prioritise competing demands
- E.21 Ability to work as part of a team
- E.22 A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service.
- E.23 A commitment to deliver services with the framework of New River College's equal opportunities policy.
- E.24 Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- D.27 Management experience

DESIRABLE